



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Corporation Test Coordinators

FROM: CTB/McGraw-Hill – ISTEP+ Multiple-Choice Online Program Team on behalf of the Indiana Department of Education

DATE: October 14, 2009

SUBJECT: Information and Registration Regarding the ISTEP+ Spring 2010 Multiple-Choice Online Test Administration

Attached: Online Testing Important Dates

Following the initial success of the ISTEP+ 2009 Multiple-Choice Online Test Administration to over 10,000 students across 100 schools, online testing will once again be available for ISTEP+. The Spring 2010 ISTEP+ tests will be administered using the CTB/McGraw-Hill Summative Online Assessment System (OAS), a scalable platform that CTB has used to administer tests to over 400,000 students.

Technical information...

Fully secure and fault tolerant, online testing is made easy with OAS. The high-stakes summative application operates effectively with minimal technical requirements. OAS supports Windows, Mac and Linux (planned release early 2010) operating systems running on desktop and laptop student workstations. Network connections via hard-wire or wireless are both supported by OAS.

To learn more...

If you have questions about administering the ISTEP+ Online Assessment System (OAS) or would like to learn more about online testing, join us for an ISTEP+ Spring 2010 Online Assessment System (OAS) Q&A Webinar:

Date: Tuesday, October 20, 2009; 1:00 – 3:00 p.m. (Eastern)

Call-in Number: 866-819-2746; **Pass Code:** 5715420

Representatives from the Indiana Department of Education (IDOE) and CTB/McGraw-Hill (CTB) will be on hand to provide an overview of the ISTEP+ Online program, a demonstration of CTB's Online Assessment System (OAS), and to answer any questions you may have about the ISTEP+ Online program.

To attend the Q&A Webinar, please click on the following link for details on registering:

[<ISTEP+ Spring 2010 Online Q&A Webinar>](#)

Take a "Test Drive"...

In addition to the Q&A Webinar, CTB is offering assistance through their Technical Support Group to address any concerns. A fully operational demonstration site will also be available for interested corporations that want to "test drive" the experience. Access to a demonstration site, user guides, technical documentation and live technical support are available to assist you with any questions you might have regarding ISTEP+ Online.

Go for it!

Corporations are encouraged to participate in this year's ISTEP+ 2010 Online Assessment Test. Interested corporations should complete registration during the next four weeks. Registration will be open from **October 12 to November 6, 2009**.

To register...

To register for the ISTEP+ Spring 2010 Multiple-Choice Online Assessment Test Administration, the Corporation Test Coordinator (or designee) must:

1. Go to the ISTEP+ website hosted by CTB at <http://www.ctb.com/istep/>.
2. Click on "ISTEP+ Spring 2010 Online Testing".
3. Please review documents provided in the registration section of the website.
4. Click on "ISTEP+ Spring 2010 Multiple-Choice Online Registration" to download the spreadsheet.
5. Please follow the instructions in the spreadsheet to provide the required information. Note: you may need to work with your corporation or schools' Technology Coordinators to provide information about the technology of the testing sites.
6. Once all the tabs are complete, with your Corporation name in the filename, save the file to your desktop. Send the completed file to the CTB Customer Service team at [<CTBTechnicalSupport@ctb.com>](mailto:CTBTechnicalSupport@ctb.com).

Complete registrations must be submitted to CTB no later than **November 6, 2009**. By November 17, 2009 you should receive an email to confirm your registration form was received. *Please contact CTB Customer Service by calling 800-282-1132 option 2 if you do not receive the confirmation letter.*

Registration details...

When registering for the ISTEP+ Spring 2010 Multiple-Choice Online Assessment Test, please be reminded of the following:

- Testing must be completed during the ISTEP+ Spring 2010 Multiple-Choice Online Test Administration window: April 26 – May 7, 2009. Practice testing can start on April 12, 2009 and continue as needed throughout the testing window.
- Each school should have staff members available to administer the practice sessions and test sessions, as well as to proctor the test sessions.
- For the online administration, classrooms and computer labs should be structured as would be expected for the regular administration of the ISTEP+. Schools must administer both practice sessions and test sessions using the classrooms and computer labs available for testing.
- Each school must have an adequate number of computers available for students to complete testing within the testing window. Please work with your Corporation Technology Coordinator to ensure that minimum technology requirements are met.
- More detailed system specifications can be found at the ISTEP+ website [<www.ctb.com/ISTEP>](http://www.ctb.com/ISTEP).

Questions?

For questions about participation in the ISTEP+ Spring 2010 Multiple-Choice Online Test Administration, access to the demonstration site or technical information related to the online testing, please contact CTB/McGraw-Hill Customer Service and Technical Support by calling 800-282-1132 option 2 or via email at [<CTBTechnicalSupport@ctb.com>](mailto:CTBTechnicalSupport@ctb.com).

For administration policies and procedures assistance, contact Wesley Bruce, Chief Assessment Officer, Indiana Department of Education, by calling (317) 232-9050 or via email at [<wbruce@doe.in.gov>](mailto:wbruce@doe.in.gov).

cc: Corporation Superintendents